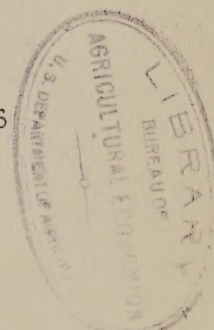


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

September 2, 1936



To County Offices:

INSTRUCTIONS FOR PREPARATION OF NER OFFICE FORM 1 - COUNTY
MONTHLY REPORT.

Prepare and forward to the State office as soon after the end of the month as possible.

In each classification of employees report the number employed during the month, the total salaries, and total travel expense of all employees in the classification. Total Expense will be the sum of the salary and travel items. It may be desirable for the county to attach a detailed statement of other expense. The totals since July 1 will be accumulative totals of the monthly reports.

In the column "No. or Amt" enter in the first line the total number of NER-1 Work Sheets in the county. The number of "NER-11 prepared" will be the total number of Reports of Performance which have been prepared by field workers; this will include Reports of Performance on farms which will have to be revisited at a later date to complete the NER-11. The "NER-11 completed" will be the total number of Reports of Performance that have been completed. The "NER-12 prepared" will be the total number of applications for payment which have been prepared. The "NER-12 transmitted" will be the total number of applications for payment which have been approved by the county committee and transmitted to the State office.

The "Acres of crop land on NER-1" will be the total acres of crop land on all work sheets in the county. The amount of the Class I and Class II payments will be entered at a later date by the State office.

Cost per unit should be figured on the total expense for the county and may be figured for certain other items as they apply.

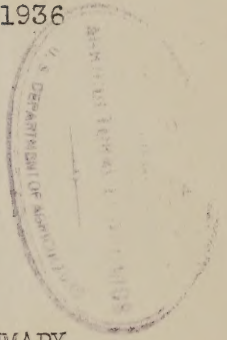
Very truly yours,

A. W. Manchester

A. W. Manchester,
Director, Northeast Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

September 2, 1936



To State Offices:

You are requested to submit monthly copies of NER Office Forms 2, 3, 4, and 5. NER Office Form 1 is for use within the State only.

INSTRUCTIONS FOR PREPARATION OF NER OFFICE FORM 2, "SUMMARY OF COUNTIES - EXPENSES"; NER OFFICE FORM 3, "SUMMARY OF COUNTIES - NUMBER AND AMOUNT"; NER OFFICE FORM 4, "SUMMARY OF COUNTIES - COST PER UNIT", and NER OFFICE FORM 5, "STATE OFFICE AND TOTAL STATE REPORT".

The NER Office Form 2, "Summary of Counties - Expenses" is for listing of the totals of the items of expense for each county. All figures are taken from the "County Total" column on the "County Monthly Report" with the exception of "other expense" which is taken from "Other Expense" column. The totals of each column of this summary are to be carried forward to the column, "Total of Counties", in the "State Office and Total State Report", NER Office Form 5.

The NER Office Form 3, "Summary of Counties - Number and Amount" is for listing of the number of NER-1, 11, and 12 forms and the Acres of Crop land for each county. Class I and II payments will be entered when available. The totals of this summary are entered on the "State Office and Total State Report", NER Office Form 5.

The NER Office Form 4, "Summary of Counties - Cost per Unit" is for listing total cost per unit figures for each county, for purposes of comparison and analysis.

NER Office Form 5, "State Office and Total State Report". County total figures entered on this report have been covered above. The State committee, Executive (Executive Officer and Assistants), and clerical personnel will be reported to show the number, total days worked, total salary and total travel for each classification. Other expenses should be shown in detail on an attached statement. The cost per unit items are to be calculated from the tables on this report.

Very truly yours,

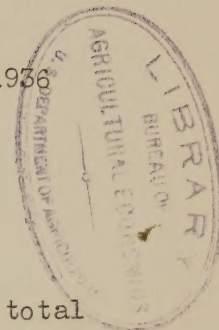
A. W. Manchester

A. W. Manchester,
Director, Northeast Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

September 5, 1936

MEMORANDUM FOR STATE EXECUTIVE OFFICERS
Northeast Region



It is necessary to complete very close estimates of total payments to farmers in this region, if possible, before September 20, and, in any event, before September 30. Payments cannot be finally computed or made until this estimate has been completed. It has been decided to use reports of performance on all work sheets in sample areas as a basis for the computations.

Will you, as soon as practicable, check performance on a township, or other representative area, in each of your counties? The areas should be selected so as to be as representative as possible of the agriculture of the county. Every work sheet filed in the sample areas selected should be checked up and a report of performance submitted even though the operator may not finally participate in the program. This complete check-up is necessary in order to give a proper basis for comparison with county and state work sheet data. It is desired that you submit the data called for below as fast as any areas are completed, not waiting for returns from all areas in the State.

PROCEDURE

A. Report of Performance. Complete a report of performance for each farm for which a work sheet has been filed in the area selected. For the purposes of this study, fill out the entire report, including all soil-depleting crops, even though the owner may not be applying for a diversion payment. Also, subdivide Section III of the Report to show (1) practices completed and (2) practices which it is anticipated will be completed.

B. Application for Payment. Transfer data from the "Report of Performance" to a tentative "Application for Payment". This application should be distinctly labeled in red pencil "For statistical use only", and should include contemplated soil-building practices as well as completed practices. As it is for statistical use, it will not be necessary to secure the signature of the farmer. You will secure the balance of the data to complete the tentative "Application for Payment", i.e. rates, bases, etc., from the appropriate sources.

(C). Tabulation. There is enclosed a copy of a tabulation form to be used in summarizing and tabulating data. This form should be filled in from the following sources:

- Column 1. Upper right hand corner of Form NER-12
- " 2. Form NER-12, Section IV,
1. Base (b) acres, Column (A)
- " 3. Form NER-12, Section IV,
2. 1936 Acres, Column (A)
- " 4. Column 2 minus Column 3 but not to
exceed 30 percent of Column 2
- " 5. Form NER-12, Section IV,
1. Base (a) yield, or index
Column (A)
- " 6. Column 4 multiplied by Column 5
- " 7. Form NER-12, Section IV,
1. base (b) Acres, Column (B)
- " 8. Form NER-12, Section IV,
2. 1936 Acres, Column (B)
- " 9. Column 7 minus Column 8 but not to
exceed 15 percent of Column 7.
- " 10. Form NER-12, Section IV,
1. Base (a) yield or index
Column (B)
- " 11. Column 9 multiplied by Column 10
- " 12. Form NER-12, Section II, Line 3.
- " 13. Section V. Practice multiplied by
the appropriate rate per acre,
(see practice Bulletin) by the
number of acres.
- " 14. Form NER-11, Section III, Contemplated
practices. Rate per acre multi-
plied by the number of acres.

(D). Additional data. In order to make the estimate accurately, it will be necessary that we have accurate information with respect to:

- (a) The total tobacco soil-depleting base
- (b) The extent of diversion therefrom
- (c) The total general soil-depleting base
- (d) The extent of diversion therefrom
- (e) The maximum soil-building allowance, and
- (f) The portion thereof which will be earned.

The results indicated in the sample will be applied to totals for the several counties and states in the region by the Washington office.

In addition to the summarized detailed tabulation, please send us copies of the "Work Sheet", "Report of Performance", and tentative "Application for payment" for each farm included in the sample tabulation. These data are to be used primarily for the development of statistical information which may be used in connection with plans for 1935.

In order to expedite the analysis here, please submit the sample data currently as received from the counties.

A. W. Manchester

A. W. Manchester,
Director,
Northeast Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

September 14, 1936

To Directors of Extension:

In connection with the procedure for use in making payments to county agricultural conservation employees, the Acting Comptroller General has prescribed "....that the Department will immediately issue instructions to conservation associations or committees or producers to the effect that no payments will be made to employees of such associations or committees who have or will receive compensation for the same period from another source....".

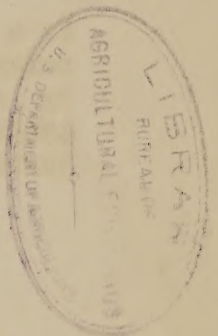
Specifically, the above provision prohibits the payment of a per diem compensation to any officer, committeeman, or employee of a county agricultural conservation committee, including any person employed under letter of authorization in county or State offices, for personal services rendered for the same period that such person has received or is to receive compensation from any other Federal agency.

By period is meant the working period, such as a day, and payment cannot be made to any person for work during such period if such person is to be compensated for his services during such period by any other Federal agency. Any person, having performed agricultural services for any other Federal agency during such period would not be entitled to compensation from a county agricultural conservation committee or under a letter of authorization for services so performed.

It is requested that these instructions be strictly adhered to.

It is also requested that, wherever possible, the responsible officials will encourage the spread of employment by employing only persons who are not holding other employments.

Effective with services rendered on or after September 1, no payment may be made by a county agricultural conservation committee to a county agricultural agent or other employee of the Extension Service being paid in whole or in part from funds furnished by the Federal Government, regardless of whether or not such payment



is a part of such person's regular salary or is an addition to such salary. This should not be so interpreted as to prohibit payments by associations of legitimate traveling expenses of the employees mentioned if otherwise authorized by the Regional Director in connection with work of the committee.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division.

Concurred in:

C. W. Warburton

C. W. Warburton,
Director of Extension Work.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

September 1936.

This office is experiencing considerable difficulty in clearing for payment 1034 vouchers covering purchases in the field of those items of miscellaneous supplies which are under government contract.

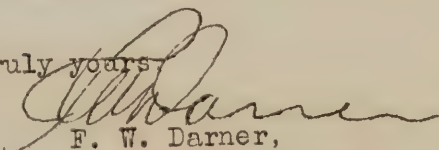
Wherever possible, before any purchase of miscellaneous supplies is made in the field, a request should be submitted to this office with an indication of the date material will be required. If we are unable to fill the order within the time specified, and find that it will be within the regulations of the Department to make the purchase in the field, we will advise you. This procedure should aid in eliminating the delay in securing approval of vouchers covering purchases in the field.

Vouchers covering purchases in the following categories should be accompanied by an explanatory statement setting forth the reason for purchase in the field:

- (a) Large quantities of a certain item of field equipment.
- (b) Items procurable through Washington but which were required immediately, and which were authorized by the Washington office to be purchased in the field.
- (c) Items not procurable through Washington, which fact has been ascertained through contact with the Washington office.

In the first two cases a statement explaining the existing emergency should be sufficient. In the case of items not procurable through Washington, a statement to that effect should be all that is required.

Very truly yours,

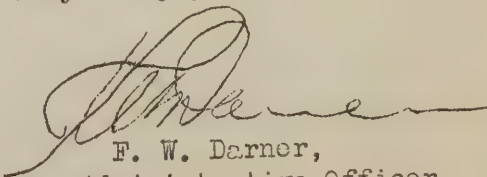

F. W. Darner,
Sr. Administrative Officer,
Northeast Division.

September 1936.

This office has been requested to advise the State offices that the issuance of pay checks will be facilitated if the payee's name in each case is spelled correctly and consistently. It is essential that the spelling of a name on the first certificate submitted to cover the services of an employee be used on all subsequent certifications. If the spelling, as it first appeared, is incorrect, a correction should be made with an entry in the "Remarks" column of Form AAA-22, referring to the certificate on which the name was spelled incorrectly.

Wherever possible, it is preferable that the payee's first name be spelled in full. If the full names of two persons working in the same office are identical, sufficient variation should be made in the manner of listing their names on the certificate so that the persons are distinguishable, i.e., the name of one person may be spelled in full and the given name of the other may be shown by his initials.

Very truly yours,


F. W. Darner,
Sr. Administrative Officer,
Northeast Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

NER-ADM-16

September 1936

We have just been advised of a decision of the Comptroller General dated July 9, 1936, which reads in part as follows:

"A Government employee authorized to travel by personally-owned automobile on a reimbursement basis of 5 cents per mile not to exceed cost of common carrier is not entitled, where common carrier is available between points of travel, to an amount in excess of one first-class common carrier fare, either on a mileage basis or at the cost by common carrier, because of being accompanied by other official travellers."

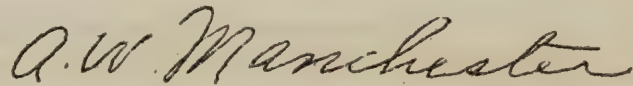
To comply with the decision of the Comptroller General, and so that there will be no delay in payment of travel vouchers, it is suggested that when one or more persons, employed under your letter of authorization, is directed to travel together in the personally-owned car of another person so employed, that the owner of the car be specifically authorized in advance to carry the other person or persons with him. This might be accomplished, where the driver has a general sub-letter of authorization, by an amendment to his letter specifically stating that he will be accompanied by Mr. _____ and Mr. _____ in the performance of certain travel, on certain dates, and that the persons to accompany him are employees of the Government and are also authorized to perform such travel. When the owner of the automobile submits his reimbursement voucher, he should list the names of the persons accompanying him on the travel, quoting the numbers of the sub-letters of authorization issued to them, together with the statement that said employees will make no claim for the mileage incurred.

It will be necessary to issue sub-letters of authorization in advance to the person or persons accompanying the owner of the car, stating in such letters the name of the owner, and unless such persons are authorized to claim per diem, they should not submit reimbursement vouchers.

For your reference, we are attaching sample sub-letters of authorization.

The procedure outlined above must be followed also by persons authorized to travel by this office, such as State Committeemen, or employees directed to attend regional meetings, and their letters of authorization will be amended whenever necessary upon advice from your office.

Very truly yours,

A handwritten signature in cursive script that reads "A. W. Manchester". The signature is written in dark ink and is positioned above the typed name and title.

A. W. Manchester,
Director, Northeast Division.

(TRAVELER NOT AUTHORIZED TO RECEIVE PER DIEM)

No. _____ (State Code)
Account Symbol No.

Date _____ (prior to travel)

NAME _____
TITLE _____
HEADQUARTERS _____

Dear Mr. _____:

Under Letter of Authorization No. _____ (AA), dated July 1, 1936, you are hereby directed to travel from _____, _____ to _____ and return to _____, _____ in connection with the 1936 Agricultural Conservation Program under the Soil Conservation and Domestic Allotment Act. No expenses are to be incurred under this letter of authorization.

Authority is given for travel via personally-owned automobile of Mr. _____, _____ (Title) _____, who has been authorized to perform this travel, and who will claim mileage incurred. Reimbursement voucher need not be submitted to cover travel authorized in this letter of authorization.

No per diem will be allowed under this authority.

Your official station is _____.

Very truly yours,

Name
Director of Extension.

(TRAVELER AUTHORIZED TO USE POA AND BE ACCOMPANIED BY ANOTHER
EMPLOYEE)

No. _____ - (State Code)
Account Symbol No.

Date _____ (prior to travel)

NAME
TITLE
HEADQUARTERS

Dear Mr. _____:

Under Letter of Authorization No. _____ (AA), dated July 1, 1936,
you are hereby directed to travel from _____, _____ to
_____ and return to _____, _____ in
connection with the 1936 Agricultural Conservation Program under the Soil
Conservation and Domestic Allotment Act, and to incur necessary expenses
not to exceed \$ _____ in connection with such travel.

Authority is given to use personally-owned automobile and to
be reimbursed therefor at the rate of five cents a mile for mileage for
official travel outside of the corporate limits of official station, for
the reason that it has been administratively determined in advance that
it will be more economical and more advantageous to the Government to use
personally owned automobile for this travel, due to the fact that you will
be accompanied by Mr. _____, (Title) _____, who has been authorized
to perform this travel. Affirmative statement must be made in the reimburse-
ment voucher that no part of the mileage claimed represents travel within the
corporate limits of official station or post of duty, together with a definite
showing as to the ownership of the automobile used. (See Government Travel
Regulations 12a and 83e)

A per diem of \$ _____ will be allowed under this authority.

Your official station is _____.

Very truly yours,

Name
Director of Extension.

(TRAVELER AUTHORIZED TO RECEIVE PER DIEM)

No. _____ - (State Code)
Account Symbol No.

Date _____ (prior to travel)

NAME

TITLE

HEADQUARTERS

Dear Mr. _____:

Under Letter of Authorization No. _____ (AA), dated July 1, 1936, you are hereby directed to travel from _____, _____ to _____ and return to _____, _____ in connection with the 1936 Agricultural Conservation Program under the Soil Conservation and Domestic Allotment Act, and to incur necessary expenses not to exceed \$ _____ in connection with such travel.

Authority is given for travel via personally-owned automobile of Mr. _____, _____ (Title), who has been authorized to perform this travel, and who will claim mileage incurred. Affirmative statement must be made in the reimbursement voucher that you will make no claim for mileage incurred.

A per diem of \$ _____ will be allowed under this authority.

Your official station is _____.

Very truly yours,

Name
Director of Extension.

